

## **POLICE DETENTION SUPERVISOR**

### **DISTINGUISHING FEATURES**

The fundamental reason the Police Detention Supervisor position exists is to monitor, oversee, and assist with the daily operations of the Police Detention Division in processing of arrested persons, and the welfare and security of prisoners. Exercises direct supervision over several Detention Officers on an assigned shift. Work is performed under general supervision from the Police Detention Manager.

### **ESSENTIAL FUNCTIONS:**

Plans, organizes, schedules, and coordinates daily activities of assigned detention officers; and ensures the effective and efficient delivery of services. Prepares performance evaluations of detention officers. Coordinates the training for detention officers in processes of arrested persons, searches prisoner's personal property inventory, prisoner rights, and other related duties. Is available on call 24 hours a day for anything pertaining to the jail or personnel.

Reviews all prisoner and logs security checks of prisoners being celled, completes booking sheets and records entries into the detailed booking logs. Gives supervisory approval on booking sheets. Responsible for checking and submitting bonds and payroll. Conducts investigations and follows-up on complaints.

Assists in the development of division policies and procedures. Performs special assignments, tasks or projects as assigned. Complies with and enforces departmental and state statutes and laws.

Performs all functions of the Police Detention Officer when necessary, which includes fingerprinting, booking, and processing prisoners.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge, Skills and Abilities:**

##### Knowledge of:

Modern police practices and methods

The operation and services normally provided by police departments

Jailing of male and female prisoners

Local, state, and federal regulations relating to security and privacy

Federal, state, and local law enforcement agencies and their functions, jurisdiction procedural and operational relationship to police detention

Modern supervisory, training, and evaluation methods and practices.

##### Ability to:

Supervise a shift of Detention Officers

Schedule, prioritize, and assign work on a daily basis

Learn, understand, use and train staff on the use AFIS, police detention procedures, and juvenile custodial laws and regulations

Supervise, evaluate, and participate in the work of subordinate Detention Officers

Objectively evaluate procedures and personnel and implement appropriate corrective actions

Assist in the development of more efficient and effective methods and procedures for use in the City detention facility

Operate a computer terminal to retrieve warrant and records information on prisoners

Learn first aid and Cardio Pulmonary Resuscitation (CPR) procedures  
React quickly and effectively to physical confrontations and emergency situations with prisoners (avg. weight 160 lbs)  
Deal effectively with upset individuals, and when required, to use sufficient physical force to complete the jailing and detention of City prisoners  
Recognize unusual medical, physical, or mental conditions of prisoners  
Fingerprint and photograph prisoners, testify in court.  
Operate intoxilyzer equipment requiring skillful, controlled manipulations; work with cleaning fluids.  
Remember details and quickly implement procedural steps  
Deal tactfully and courteously with the public  
Obtain a Food Handler's Permit from Maricopa County  
Work under stressful conditions and meet specific attendance and scheduling requirements  
Establish and maintain effective working relationships with subordinates, police personnel, other law enforcement agencies, City personnel, and the general public.

**Education & Experience**

This position requires a minimum of three years experience as a Police Detention Officer and a high school diploma or G.E.D. Supervisory experience is preferred. Certification from the police officer/detention academy is preferred. Must have experience with fingerprints and the operations of a police detention facility. Must be able to type 35 wpm. This position requires a standard AZ driver's license with no major citations in the past 39 months. Attendance and punctuality are essential functions.

FLSA Status: Non-Exempt

HR Ordinance Status: Classified